



LAND DEVELOPMENT DIVISION SUBMITTAL PROCESS

Generally there are three locations where applications are submitted to the Department related to private development activities:

- a) Development Management on 15th Floor who handles Planning and Development Proposals related to zoning and use.
- b) Land Development Division (LDD) on 5th Floor who handles the development of the land (final processing of plats and infrastructure improvements).
- c) Building Officials Office on 5th Floor who handles the permitting of private improvements on private property (such as Building, Parking Lots, private grading, etc.)

This document is intended to assist with b) above as it pertains to infrastructure improvements.

LDD is generally responsible for ensuring that all required public improvement are adequate to serve the proposed project. In the case of Development Projects this includes all new extensions or modifications to infrastructure that may ultimately be publicly maintained or in some cases privately maintained after completion and acceptance of the permitted work

- a) **MAJOR Infrastructure work** is defined as work related to Streets, Storm & Sanitary Sewers, Stormwater Management Systems, Street Lights, Street Light Signals, and Site Disturbances greater than 1 acre, but not including water main work, which is handled by Water Services Department.
- b) **MINOR Infrastructure work** is defined as curbs and gutters, sidewalks, and drive approaches or aprons as they are sometimes referred to. No Land Development Submittal Application is required for Minor Infrastructure, though many applicants choose to identify this work on related Building Application plans, which are reviewed by LDD, for determination of required permits. This is an acceptable practice and LDD will issue permits from such information, in lieu of directly working solely with the LDD Permit Staff for issuance (see Permit Issuance Process on Process Over page for more information on MINOR Infrastructure Permit issuance.

The new extensions or modifications may be the result of Development Conditions that need to be satisfied prior to Platting or Building Permit approvals, issuance, or certificates of occupancy, or simply as a result of a building application review.

The submittal process for **major** infrastructure improvements (minor infrastructure does not require plans per Chapter 64-4) will require the following minimum things:

- 1) A completed application form, see [IB159 Land Development Division Application Form Part B.pdf](#). For a MS Word Form version click [IB159 Land Development Division Application Form Part B MS Word Doc](#), however, please note that Socrata cannot view MS Word Document, so you can only download this document after click on the link.
- 2) A complete submittal containing all of the following items required by the development:
 - a) Street and Storm Plans, which includes public right-of-way grading (see also 3) below)
 - b) Sanitary Sewer Plans
 - c) Street Light Plans
 - d) Site Disturbance Plans (see also 3) below)
 - e) Storm Drainage Study (Micro, and Macro is not already submitted)
 - f) Executed Recorded Easements
 - g) Sealed Cost Estimates
 - h) Infrastructure and Site Disturbance Plan Review [Fees](#) see also 6) below)
 - i) Certification that the applicant has reviewed the Application Checklist of minimum required submittal information necessary for a full technical review
 - j) If e-Builder submittal a pre-application submittal for assignment of digital application folder

- 3) Some project may wish to initiate grading and site disturbance activities earlier in the process and in advance of the full infrastructure improvement submittals. This is allowed, but the areas of grading that will ultimately be public right-of-ways should be included in the LDD application and not mistakenly included in the Building application for private grading, unless for informational purposes only.
- 4) Some projects may require a co-applications to the Building Official or Development Management.
- 5) Review response time are 20 working days on first submittal and 10 working days on resubmittals.
- 6) The provisions of ordinances 080766 and 080903 (see [Key Ordinances](#) link) offer the applicant the option of requesting an expedited review. If an expedited review is requested, the plan review fee that accompanies the initial plans and documents submittal will be doubled. The benefit of the expedited review is that the allocated plan review times are reduced to one-half the standard allocated review times. Awarding of an expedited review is at the discretion of the Director based on the current workload and availability of resources.
- 7) A [IB159 Checklist for Land Development Applications](#) is available to assist with preparing a complete design construction plans to allow for a complete technical review. Designs which are incomplete, may result in second reviews identifying new issues to be resolved. Checklist are guides to assist the designer. However the Designer should review the related documents provided at <https://data.kcmo.org> or the links in the bubbles surrounding this process bubble (if your using the [graphical process overview](#) approach to finding Socrata LDD document) to ensure that they are knowledgeable of all the Land Development Guides - Policies - References - and – Standards that apply to their project.
- 8) See [IB159 Additional Land Development Application Information Part A](#) for additional helpful information.
- 9) See [Template for Land Disturbance Plans](#) cover sheet.
- 10) See [Template for Construction Plans](#) cover sheet.
- 11) See [Template for As-Built Plans](#) cover sheet.
- 12) See [Electronic Plan Submittal](#) for how to submit digital applications. (Need new link from VW).
- 13) See [LDD KivaNet User Guide](#) for helpful information on looking up LDD permit is KivaNet.